



# Emergency Management Division Informational Letter

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**Subject: Flood Preparedness Measures**  
**Attention: Local and State Emergency Managers and Other Interested Parties**

This Informational Letter is intended to remind local and state Emergency Managers of increased spring flood threats and to suggest actions that can be taken to prepare for and mitigate those threats. Although the National Weather Service has recently issued a forecast that indicates that no large-scale flood threat exists in Michigan at this time, local factors might make some communities more susceptible to flooding than others. Factors such as heavy rainfall, unseasonably warm temperatures, debris located within waterways and/or the floodplain/floodway, inadequately maintained drainage channels, and deep snow packs might present flood problems for some local jurisdictions.

The Emergency Management Division is asking that each local Emergency Manager make an assessment of the flood risk for their community and then implement appropriate actions to help prepare for and/or mitigate the potential negative impacts associated with that flood risk. Examples of actions that can be taken include:

- Reviewing the community's Emergency Operations Plan (EOP) to ensure that it adequately addresses the flood-related issues that your community is likely to face.
- Identifying those areas of your community that would be most at risk from flooding, and determining the level of that risk. (Note: special consideration should be given to critical public facilities.)
- Ensuring that an adequate flood fight plan has been developed for your community.
- Ensuring that your community has an adequate supply of sandbags on hand, and that the sandbags are stored in an area that is not at risk from flooding. (Note: the Emergency Management Division does **NOT** stockpile sandbags. Local jurisdictions are responsible for stockpiling a sufficient quantity of sandbags to meet their anticipated needs.)
- Maintaining a resource list of vendors that would be able to quickly provide sandbags or other necessary response equipment and materials.
- Reviewing evacuation routes that would be utilized and road closures that would likely be implemented during a flood.
- Ensuring that sheltering plans are current and that adequate supplies exist for extended shelter operations.
- Developing pre-scripted public information materials that address the likely flood threats in your community. (Note: EMD/MSP Publication 401, "Emergency Information Procedures Workbook," can be used to develop these public information materials.)

Any questions you may have concerning this Informational Letter should be directed to F/Lt. Ralph Hobrat, Field Support Section Manager, at 517-333-5048, e-mail at [hobratr@michigan.gov](mailto:hobratr@michigan.gov), or your District Coordinator.

Sincerely,

JOHN ORT, CAPTAIN  
Deputy State Director of Homeland Security  
and Emergency Management